

PROVINCE OF THE EASTERN CAPE



DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

SAFETY HEALTH ENVIRONMENT AND RISK AND QUALITY MANAGEMENT POLICY

SHERQ POLICY

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FOREWORD

The Department of Rural Development and Agrarian Reform is concerned with achieving and demonstrating sound occupational health and safety performance by controlling their occupational health and safety risks, consistent with their occupational health and safety policy and objectives. The Department will also undertake occupational health and safety reviews or audits to assess their occupational health and safety performance, however, these reviews and audits may not be sufficient to provide an organization with assurance that its performance not only meets but will continue to meet its legal and policy requirements.



MR. L.L. NGADA

HEAD OF DEPARTMENT

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ABBREVIATIONS

DPSA	Department of Public service and Administration
SHERQ	Safety, Health, Environment, Risk and Quality
OHS	Occupational Health and Safety
OHSAS	Occupational Health Standards and Systems
EH&WSF	Employee Health & Wellness Strategic Framework
COIDA	Compensation for Occupational Injuries and Diseases Act
M&E	Monitoring and Evaluation
ISO	International Standard Organisation
WHO	World Health Organization
AIA	Approved Inspection Authority

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DEFINITION OF TERMS AND CONCEPTS

“Accident” undesired event giving rise to death, ill health, injury, damage or other loss.

“Audit” systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisations policy.

“Hazard” means a source or situation with a potential for harm in terms of human injury or ill health.

“Hazard identification” process of recognizing that a hazard exists and defining its characteristics

“Risk” means the probability that injury or damage will occur.

“Injury on Duty and Occupational Diseases” mean a personal injury sustained in an accident occurring during the performance of an employee’s work. An Occupational Disease is like any other disease with the distinction that it was caused solely or principally by factors peculiar to the working environment. It is also described a disease arising out of and contracted in the course of an employment as listed in Schedule 3 of the Compensation for Occupational injuries and Disease Act, 1993 (Act No 130 of 1993).

“The Head of Department” means head of a national department, the office if the premier, a provincial department, or a head of a national or provincial component, and includes any employee acting in such post.

“The Employee” means a person appointed in terms of the Public Service Act 1994 but excludes a person appointed as a special adviser in terms of section 20(3).

“The Health and Safety Committee” is a committee that is established by the HOD to initiate, develop, promote, maintain and review measures to ensure the health and safety of employees at the workplace. Such committee shall be constituted by the employer, Health and Safety Representatives and labour movements.

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“SENIOR MANAGER” means a member of the senior management service who is tasked with championing the SHERQ management programme.

1. INTRODUCTION

The Department of Rural Development and Agrarian Reform acknowledges that working is often dangerous. Some types of work naturally are more dangerous than others there is no comparison between the risks involved in working in a relatively safe office environment and being exposed to a high risk in an agricultural sector. But no matter what type of work is being done, sooner or later, something goes wrong, and the workplace – a place where a person spends the largest part of his or her entire life – suddenly becomes a threat to health or endangers the safety of employees.

Accidents don't just happen they are caused. Generally there is no liability without fault. The only true accident is the one that could not be reasonably foreseen beforehand and there is no fault. It is an accepted fact that most workplace accidents can be prevented, and at least the majority of those that do occur can be prevented quite easily by the use of simple safety devices and proper work systems. Apathy on the part of both management and employees, carelessness and the lack of proper training are probably the main contributory factors leading to accidents and health risks.

2. OBJECTIVES

The objectives of this policy are:

- 2.1 To provide a framework for compliance with the Occupational Health & Safety Act 85, 1993
- 2.2 To outline the employee responsibilities regarding health and safety
- 2.3 To take reasonable steps to protect employees and create a safe, healthy working environment.
- 2.4 To eliminate accidents, injury or bad health that may be caused by the manner of work at the workplace

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3. REGULATORY FRAMEWORK

3.1 Occupational Health and Safety Act, No. 85 of 1993

3.2 Labour Relations Act, No. 66 of 1995

3.3 Basic Conditions of Employment Act, No. 75 of 1997

3.4 Compensation for Occupational Diseases and Injuries Act, No.130 of 1993

3.5 OHSAS 18001

3.6 ISO 9001

3.7 ISO 14001

3.8 Strategic Framework on Employee Health and Wellness in the Public Service

3.9 National Occupational Health and Safety Policy of 2005

3.10 MEC Pronouncements - Policy Speech 2011

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4. PRINCIPLES, VALUES AND PHILOSOPHY

4.1. Duty to inform

The Employer shall as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform.

4.2. General duties of employees at work

Every employee shall at work take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions.

4.3. General duties of employers to their employees

Every employer shall provide and maintain as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.

4.4. Healthy and Safe working environment

The Employer shall provide and maintain, as far as is reasonably practicable a working environment that is safe and without risk to the health of his employees.

5. SCOPE OF APPLICATION

The policy document shall be applicable to all employees of the Eastern Cape Department of Rural Development and Agrarian Reform.

6. IMPLEMENTATION PROCEDURES

6.1. HEALTH AND SAFETY

AIM

To ensure a healthy and safe environment

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POLICY MEASURES

- a) Identified and managed occupational health and safety related risks
- b) Environmental hazards identified, assess and controlled
- c) All OHS ACT statutory appointments made

PROCEDURAL ARRANGEMENT

All procedural arrangements for implementation will be the same as identified for the role of the designated senior Manager.

6.2. ENVIRONMENTAL MANAGEMENT

AIM

To monitor the effectiveness of risk control and trigger corrective actions when required

POLICY MEASURES

- a) Well maintained buildings and offices
- b) Waste safely disposed
- c) Good house keeping maintained and practiced
- d) Well maintained machinery and electrical equipment

PROCEDURAL ARRANGEMENT

All procedural arrangements for implementation will be the same as identified for the role of the designated senior Manager.

6.3. QUALITY AND RISK MANAGEMENT

AIM

Identify and assess risks through a dynamic, formal, structured and holistic process to facilitate effective risk reduction plans and actions

POLICY MEASURES

- a) Hazard identification and risk assessment conducted

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- b) OHS audits conducted
- c) Risk of exposure on occupational injuries minimized
- d) Disaster management plans developed, implemented and maintained
- e) Disaster management plans monitored and evaluated
- f) Risk assessment reports verified by approved AIA's
- g) Risk assessment controls monitored

PROCEDURAL ARRANGEMENT

All procedural arrangements for implementation will be the same as identified for the role of the designated senior Manager

7. ROLES AND RESPONSILITIES

7.1. The Head of Department (16.1)

Provide and maintain as far as reasonably practicable, a working environment that is safe and without risk to the health of employees

- a) Ensure that there is a written policy concerning the protection of the health and safety of employees at work, and the safety of the general public
- b) Appoint a designated general manager in writing to champion SHERQ programmes in the workplace
- c) Designate in writing for a specified period, health and safety representatives for the workplace, or for different sections thereof
- d) Establish one or more health and safety committees and consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work
- e) Ensure Total Quality Management Systems are in place

7.2. The Designated General Manager (16.2)

7.2.1. Develop capacity building programme ie

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- a) Promote competence development of practitioners
- b) Improve capacity development of auxiliary functions to assist with the SHERQ promotion at an organizational level
- c) Establish e-Health and Wellness information systems
- d) Form organizational support initiative
- e) Establish an appropriate organization structure for SHERQ
- f) Ensure human Resource planning and management
- g) Develop integrated SHERQ information management systems
- h) Provide physical resource and facilities
- i) Ensure financial planning and budgeting
- j) Mobilize management support

7.3. The SHERQ coordinator

- a) Coordinate the implementation of SHERQ, projects and interventions
- b) Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines
- c) Identify personal development needs for individual employees
- d) Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management

7.4. Health and Safety Representatives

- a) Review the effectiveness of health and safety
- b) Identify potential hazards and potential major incidents at the workplace
- c) In collaboration with the employer, examine the cause of incidents in the workplace
- d) Make representation to the employer on general matters affecting the health and safety of the employees at the workplace
- e) Inspect the workplace with the view to improve the health and safety of the employees

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- f) Accompany inspectors on inspections of the workplace
- g) In their capacity of the health and safety representative attend meetings of the health and safety committee of which they are members
- h) Take initiatives to implement awareness activities
- i) Be involved with the identification of health risks at the workplace

7.5. Health and Safety Committee

- a) Make recommendations to the employer
- b) Discuss any incident at the workplace in which any person was injured, became ill or died, and may in writing report on incident to an inspector
- c) Keep record of each recommendation made to the employer

7.6. The Employee

- a) take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts
- b) Obey the health and safety rules and procedure laid down by his/her employer
- c) report as soon as practicable any unsafe or unhealthy situation which comes to his attention
- d) if involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or to his/her health and safety representative

7.7. Labour Representatives

- a) represent employees in the workplace
- b) ensure that the employer fulfill mandate of OHS ACT and Regulations in order to optimize Health and Safety in the workplace
- c) sit in OHS committee meetings
- d) make representation to the employer on agreed issues affecting the health and safety of employees at the work place

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8. RESOURCE IMPLICATION

The Department must make sufficient budget available to the Employee Wellness for the implementation of the policy.

9. MONITORING AND EVALUATION

Monitoring and evaluation have a significant role to play in SHERQ interventions as it assists in assessing whether the programme is appropriate, cost effective and meeting the set objectives. The 12 components that should be included in the SHERQ M&E System are indicated below:

- 9.1 Organisational structures with EH&W M&E functions
- 9.2 Human capacity for EHW M&E
- 9.3 Partnerships to pan, coordinate, and manage the M&E system
- 9.4 National multi-sectoral EH&W M&E plan
- 9.5 Annual costed national EH&W M&E work plan
- 9.6 Advocacy, communications, and culture for EH&W M&E
- 9.7 Routine EH&W programme monitoring
- 9.8 Surveys and surveillance
- 9.9 National and sub national EH&W database
- 9.10 Supportive supervision and data auditing
- 9.11 EH&W evaluation and research
- 9.12 Data dissemination

10. REVIEW


The policy shall be reviewed after 5 years from the date of approval or when the need arises before that time.

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11. RECOMMENDATIONS AND APPROVALS

RECOMMENDED/~~NOT RECOMMENDED~~/COMMENTS

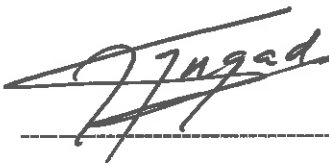
Recommended for approval


MRS Z MAKINA

DDG: ADMIN

DATE 28/03/2018

APPROVED/~~NOT APPROVED~~/ COMMENTS



MR. LL NGADA

HOD: DRDAR

DATE 28/03/2018